STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Earl Ray Tomblin
Governor

Ross Taylor
Cabinet Secretary

Chief Technology Officer

To: Name, Designation.
             Agency Name

From: Chief Technology Officer
             Office of Technology

Subject: Information Technology Project Oversight.
             Requisition Number: ##### IS& C Number 201*- ###

Date: mm/dd/yyyy

Within your CTO approval memorandum for the *"release of a Request for Proposal (RFP)"* was included the language below relating to project management services.

"...Pursuant to State Code §5A-6-4(c), the Chief Technology Officer is required to provide project oversight for major information technology projects (those exceeding one hundred thousand dollars or requiring more than three hundred (300) man hours to complete.)"...

To meet this requirement, the agency needs to provide the following artifacts for project oversight.

- Description of overall Project Management Methodology
- Project Charter
- Budget
- Schedule
- Status Reports
- Issue Tracking
- Post Project Reviews
- Closing Plan
- Maintenance Plan

In addition to the above items, your agency will need to coordinate the scheduling of WVOT resources through the West Virginia Office of Technology Project Management Office (PMO).

The requested project documents can be forwarded to PMO at WVOT.EPMO@WV.gov. Please use this email address if you have questions, or need additional information as well. We look forward to working with your agency to meet your project needs and objectives.